

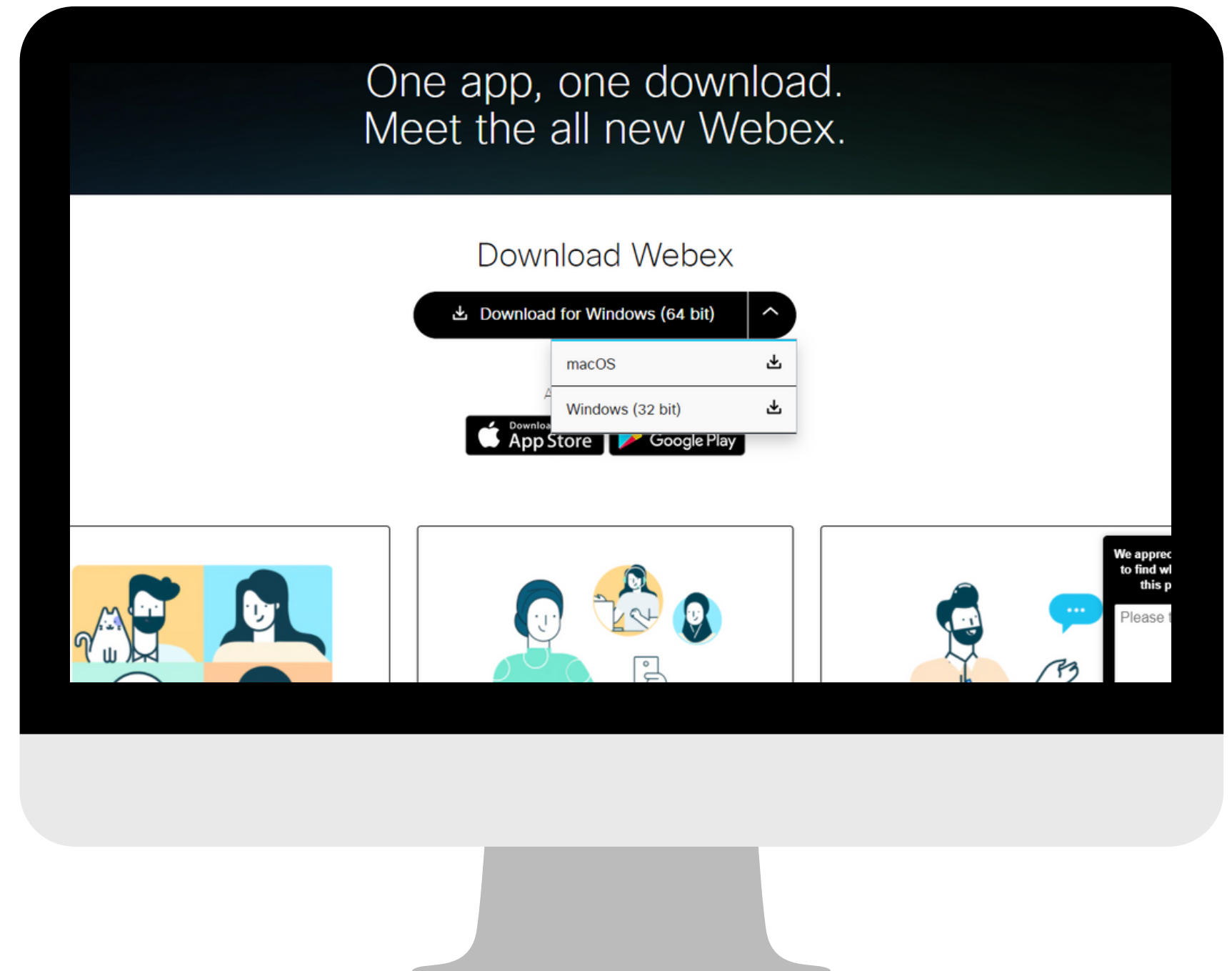


WEBEX HOW-TO

Presented by Neighborhood Engagement Team

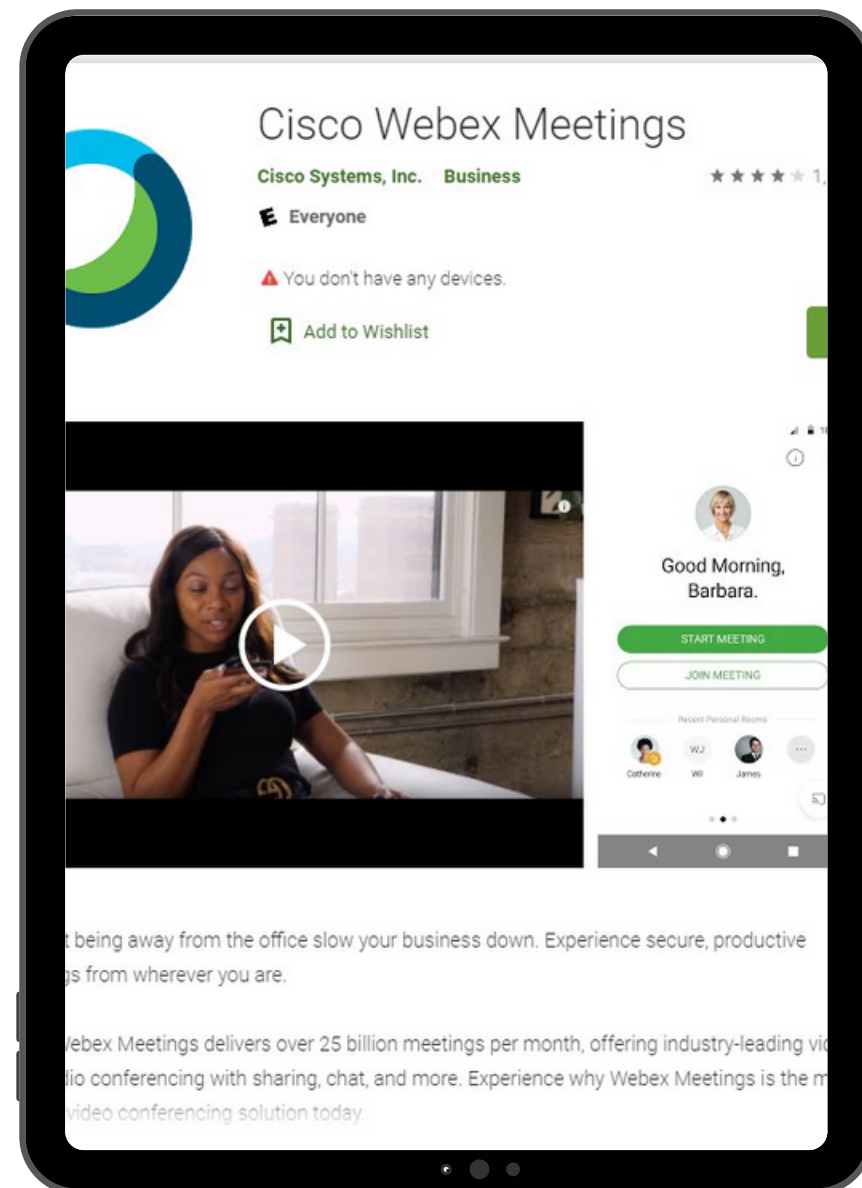
Part 1: Download Webex

1. Go to www.webex.com/downloads
2. Select Download option depending on your device (Windows/MacOS)
3. Run the .msi (Windows) or .dmg (Mac) installation file and follow the instructions. The Webex Meetings desktop app opens when the installation is complete.
4. Enter your email address and select Sign In.



Part 1: Download Webex

Android: Download through Google Play



To unmute, **click**
***6** on your phone

iPhone: Download through App Store





Part 2:

Accessing a Meeting

01

Open Calendar Invite
and click "Join meeting"
button to join using a
web browser



or

"Join by phone" and
follow prompts to enter
meeting number access
code. When joining by
phone dial *6 to mute
and un-mute



When it's time, join your Webex meeting here.

Meeting number (access code): 177 941 8871

Meeting password: JPmM8kqRw63

Join by meeting number

Meeting number (access code): 177 322 6728

Meeting password: yPMJhw2VY83

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,1773226728## US Toll

+1-904-900-2303,,1773226728## United States Toll (Jacksonville)

Join by phone

+1-415-655-0001 US Toll

+1-904-900-2303 United States Toll (Jacksonville)

Global call-in numbers

Join from a video system or application

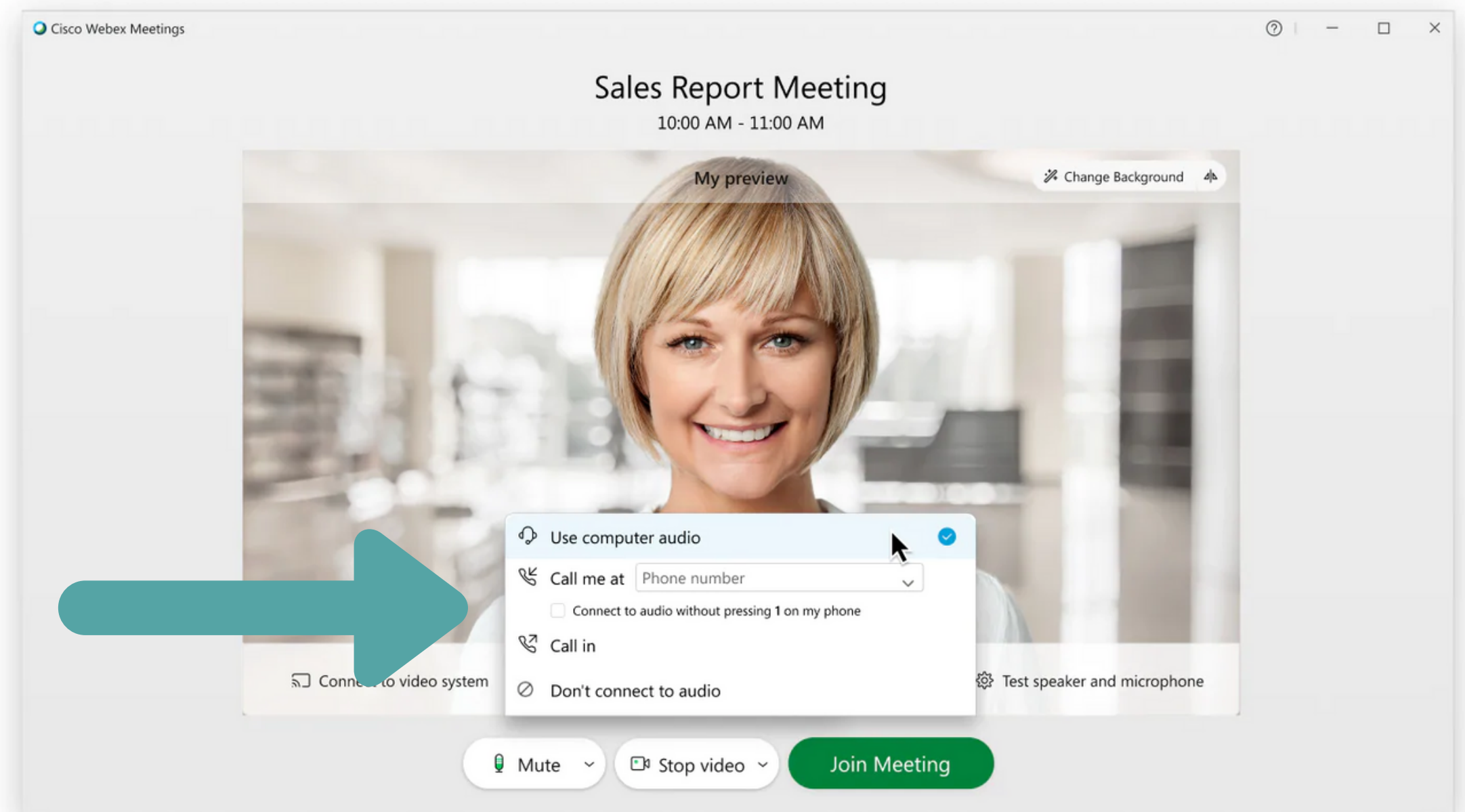
Dial [1773226728@sanantonio.webex.com](tel:1773226728@sanantonio.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

02

Choose Audio Option

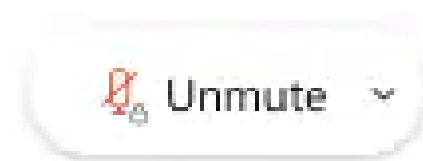
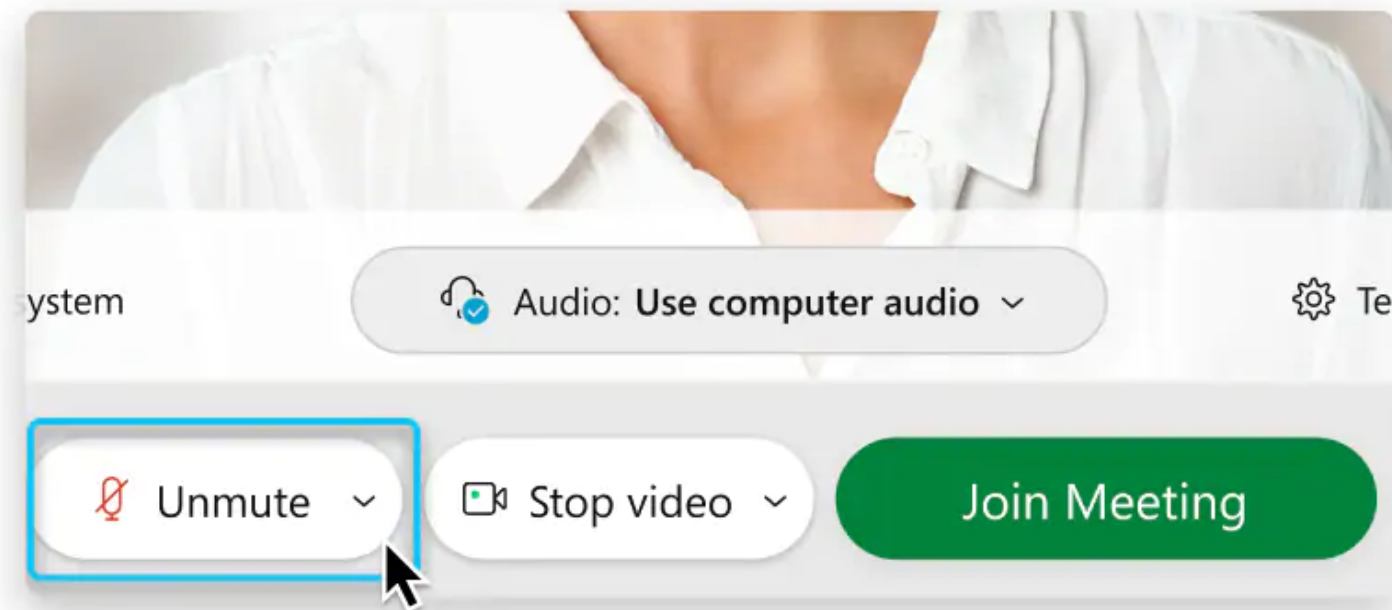
You may either choose to "use your computer audio" or "call in"



03

Click "Join meeting"

Depending if you're listening in or presenting make sure you are 'Unmute' or 'Mute' prior to clicking 'Join Meeting'



In some meetings, the host may not allow attendees to unmute. If you're prevented from unmuting, Unmute is locked until the host allows you to unmute.



Part 3: Setting Up a Meeting

01

Set a Meeting

Fill in the following details:

Fill in Meeting Topic
Meeting password

Date and time

Add Attendees by e-mail

Press "Schedule" when you're ready to send out

The screenshot shows the 'Schedule a Meeting' interface. On the left, three teal arrows point to the 'Meeting topic', 'Meeting password', and 'Date and time' fields. Below these, another teal arrow points to the 'Attendees' field, and a final teal arrow points to the 'Schedule' button. The form itself has a title 'Schedule a Meeting' and a 'Meeting templates' dropdown set to 'Webex Meetings Default'. The 'Meeting topic' field contains 'Design Review'. The 'Meeting password' field contains '5GM5YBGA'. The 'Date and time' section shows 'Monday, Apr 29, 2019 4:00 pm', 'Duration: 1 hour', and '(UTC-08:00) Pacific Time (US & Canada)'. The 'Recurrence' checkbox is checked, with a 'Recurrence pattern' of 'Weekly' and 'Recurrence on' set to 'Every 1 week(s)'. The days of the week are listed with 'Mon' selected. Under 'Ending', 'No end date' is selected. At the bottom, there is a 'Show advanced options' dropdown and three buttons: 'Cancel', 'Schedule', and 'Save as template'.

Schedule a Meeting

Meeting templates: Webex Meetings Default

* Meeting topic: Design Review

* Meeting password: 5GM5YBGA

Date and time: Monday, Apr 29, 2019 4:00 pm Duration: 1 hour (UTC-08:00) Pacific Time (US & Canada)

☒ Recurrence

Recurrence pattern: Weekly

Recurrence on: Every 1 week(s)

☐ Sun ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Ending

☒ No end date

☐ Ending: 04/29/2019

☐ After: 10 meetings

Attendees: Separate email addresses with a comma or semicolon

Show advanced options

Cancel Schedule Save as template

02

Add meeting to your
calendar

[Back to Meeting List](#)

Design Review



Hosted by Giacomo Edwards

1:00 pm - 2:00 pm | Monday, Feb 4 2019 | (UTC-08:00) Pacific Time (US & Canada)

When it's time to begin
click "Start Meeting"

Tip: Join meeting 10-15 min
prior to scheduled start time
to set up any content and
allow time to troubleshoot
any technical difficulties.

Start Meeting



03

Familiarize yourself with the following Meeting Controls

The screenshot shows the Cisco Webex Meetings interface. At the top, there's a 'Meeting Info' tab. The main area displays a grid of video participants. On the right, a 'Participants' list is visible. At the bottom, there's a control bar with buttons for Mute, Stop video, Share, Record, and a red 'X' button. A 'Meeting Info' panel is open on the left, showing meeting details. Callouts with dashed lines point to specific features: a 'Video Layout' icon (a 3x3 grid) in the top right corner, a 'Floating Panel View' icon (a window with a red 'X') in the bottom right corner, and the 'Meeting Info' icon (an 'i' in a circle) in the bottom left corner.

Change your **Video Layout**  to control where you view video participants and panels on your screen.

Choose **Floating Panel View**  to position any panel where you want it - even on a second monitor.

Access the **Meeting Info**  to get details about the meeting.

Meeting controls are easy to find at a glance.

Meeting Info Panel:

Quarterly Analytic Visualizations
Host: Catherine Sinu

URL:
<https://company.webex.com/meet/csinu>

Meeting number:
555 123 456

video address:
csinu.company@webex.com

Audio connection:
US Toll 1-555-123-4567
US Toll Free 1-555-123-4567
[Show all global call-in numbers](#)

Access code:
555 123 456

04

Press "Record" if you want to refer to the meeting later or share with those not able to attend.

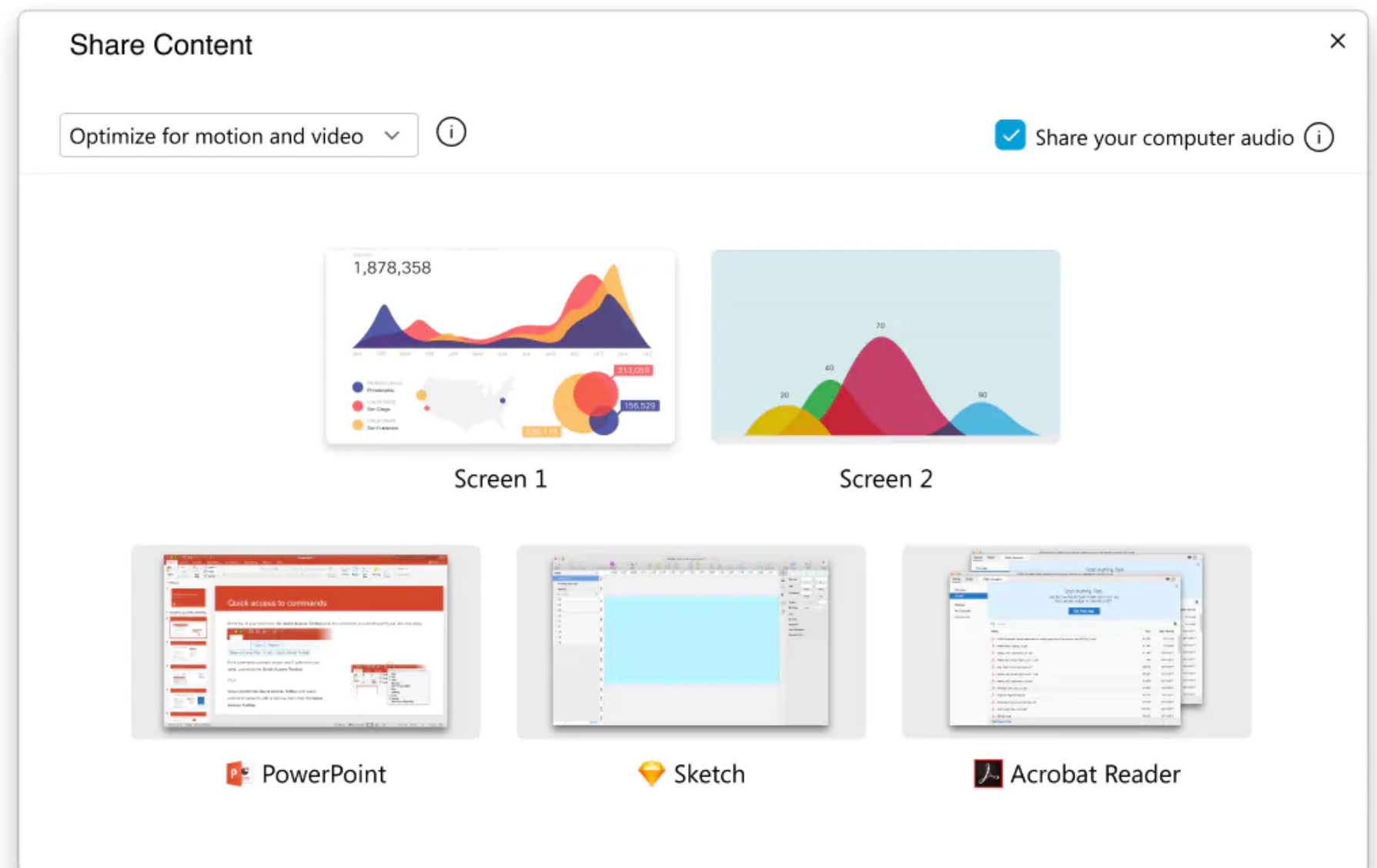


05

Share Content

To share content during a meeting, from the meeting control panel, select "Share".

You will have the option to select what you would like to share from your screen.
Ex. PowerPoint presentation, or other documents open on your desktop

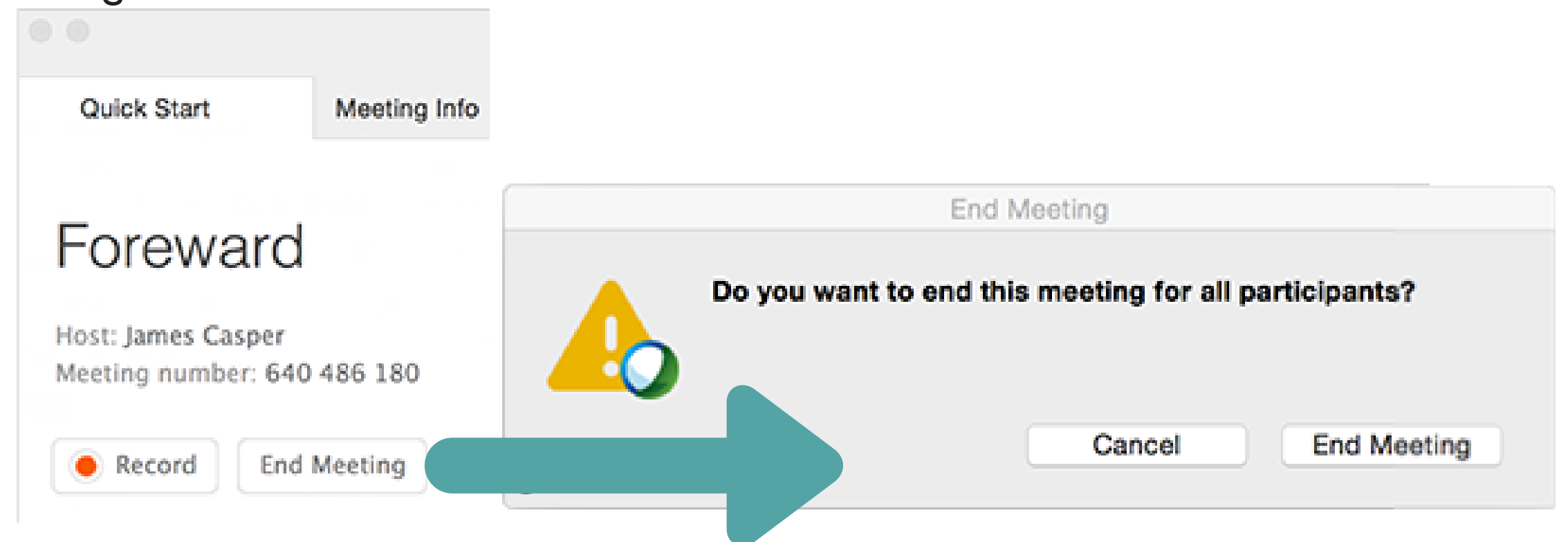


Share

06

When the meeting has concluded the Host will click "End Meeting" in the Quick Start Menu

Note that attendees have the option to "Leave Meeting" at any point during the meeting.



QUESTIONS?



e-mail: neighborhoods@sanantonio.gov

www.sanantonio.gov/NHSD/Neighborhoods

